

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE MATERIEL COMMAND
INSTRUCTION 35-101**

**HILL AIR FORCE BASE
Supplement 1**

19 OCTOBER 1999

Public Affairs

**REPORTING AND MONITORING
DISTINGUISHED VISITORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: OO-ALC/CCP (M. Trammell)

Certified by: OO-ALC/CCP
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This supplement provides policies, assigns responsibilities, and prescribes procedures for visits of Distinguished Visitors to OO-ALC. This applies to all organizations on Hill AFB.

AFMCI 35-101, 7 April 1998 is supplemented as follows:

2. Protocol activities must consistently reflect most favorably upon the OO-ALC. It is essential that Distinguished Visitors to the OO-ALC and Hill AFB, including tenants, be treated in a gracious and dignified manner, that they receive the greatest possible benefits from their visits, and that they be accorded every reasonable hospitality within the capability of this Command while they are our guests.

2.2.1. Commanders, directors and tenants will designate an individual as protocol officer for DV visits and major conferences. Name of individual, organization and extension will be provided to Protocol (OO-ALC/CCP) and updated as required. Organizational protocol officers will act as the single point of contact and will obtain commanders or director's approval for all visit activities within their organization.

2.2.1.1.(Added) Designated unit Protocol Officer will:

2.2.1.1.1. Provide all information pertaining to DV visits and major conferences as stated in paragraph 2.3.3 of this supplement to the ALC Command Section thru OO-ALC/CCP.

2.2.1.1.2. A copy of any briefing presented to a DV will be forwarded to Commander's Action Officer (OO-ALC/CCX). This applies even if the DV is visiting someone other than installation Commander (OO-ALC/CC). This should occur several days in advance of the visit. (This paragraph does not apply to tenants.)

2.2.1.1.3. If an organization presents briefings off base to community leaders, the POC should notify the Command Section through OO-ALC/CCX and offer a copy of the briefings. (This paragraph does not apply to tenants.)

2.2.1.1.4. Submit one copy of an *OO-ALC Form 211, Request for Approval to Host Meeting*, signed by the commander or director, to the OO-ALC Command Section thru OO-ALC/CCP, when meetings/conferences being held at Hill AFB involve more than ten visitors. The form will be approved/disapproved and returned to originator. OO-ALC/CCP will retain a copy. Purpose of the form is to provide the OO-ALC Command Section with visibility of meetings/conferences held at Hill AFB to reduce facilities, billeting and transportation conflicts.

2.2.1.1.5. Submit an *AF Form 1768, Staff Summary Sheet*, when any foreign visitors are scheduled to visit Hill AFB, regardless of rank, to the OO-ALC Command Section thru OO-ALC/CCP.

2.3. (Added) OO-ALC/CCP for the OO-ALC Commander will:

2.3.1. Notify the OO-ALC Commander of all known DV visits to Hill AFB.

2.3.2. Submit to the OO-ALC Commander a memorandum in sufficient detail so that office of primary responsibility (OPR) can be determined.

2.3.3. As soon as possible before the arrival of visitors ensure final itinerary to include all arrangements, such as briefings & tours, billeting, messing, social activities, and proper protocol, has been completed by OPR and forwarded to OO-ALC/CC.

2.3.4. Assist designated OPR as required.

2.4. (Added) The Public Affairs Office (OO-ALC/PA) will arrange for photographer and prepare news releases and publicity regarding DV visits, as required.

5. OO-ALC Form 211, Request for Approval to Host Meeting.

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Commander's Action Officer